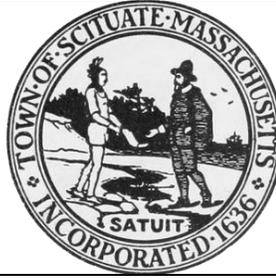


**STANDARD OPERATING PROCEDURE
TOWN OF SCITUATE
DEPARTMENT OF PUBLIC WORKS**



SOP NUMBER:

ISSUE DATE:

PROGRAM:
Parks and Open Space Management

APPROVED BY:

Public Works Director [or other]

MA Small MS4 General Permit Requirement Summary:

Part 2.3.7.a.i.

Within two (2) years from the effective date of the permit, the permittee shall develop, if not already developed, written (hardcopy or electronic) operations and maintenance procedures for Parks and open space. These written procedures shall be included as part of the SWMP.

Part 2.3.7.a.ii.1.

Establish procedures to address the proper use, storage, and disposal of pesticides, herbicides, and fertilizers including minimizing the use of these products and using only in accordance manufacturer's instruction. Evaluate lawn maintenance and landscaping activities to ensure practices are protective of water quality. Protective practices include reduced mowing frequencies, proper disposal of lawn clippings, and use of alternative landscaping materials (e.g., drought resistant planting). Establish pet waste handling collection and disposal locations at all parks and open space where pets are permitted, including the placing of proper signage concerning the proper collection and disposal of pet waste. Establish procedures to address waterfowl congregation areas where appropriate to reduce waterfowl droppings from entering the MS4. Establish procedures for management of trash containers at parks and open space (scheduled cleanings; sufficient number). Establish procedures to address erosion or poor vegetative cover when the permittee becomes aware of it; especially if the erosion is within 50 feet of a surface water.

Municipal Parks and Open Space Inventory

The following is a list of properties covered by these procedures. This inventory shall be updated annually during SWMP review.

Parks (Maintained by Parks/Forestry)	Address/Location	Lawn Mowing	Landscaping	Fertilizing	Pesticide/Herbicide	Trash mgmt.	Pet waste mgmt.	Waterfowl mgmt.	Other maintenance:

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Add lines as necessary

Personnel

The following personnel are responsible for municipal parks and open space management. Employees performing the procedures in this SOP shall attend annual stormwater pollution prevention training.

Name	Responsibility

Lawn Mowing

Occurs at the following parks and open spaces:

On the following schedule:

Responsible Personnel:

Standard Operating Procedures:

- Lawns shall be mowed to a height of ____.
- Mowing pattern shall vary to prevent ruts and promote even growth.
- Grass clippings shall be mulched using a mulching mower OR disposed of _____ so as to avoid entering the storm drain system. *(choose appropriate management)*

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Pesticide, Herbicide, and Fertilizer Use

Occurs at the following parks:

On the following schedule:

Except during drought conditions or preceding heavy rainfall.

Responsible Personnel:

The following chemicals are utilized for municipal parks and open space management:

Chemical	Use	Storage Location*	Disposal (per manufacturer's instructions)

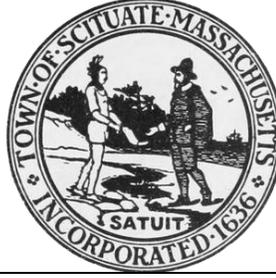
*All storage locations

- have secondary containment *and/or* are located under cover;
- contain spill response materials including _____;
- shall be inspected at the following frequency: _____ by _____ (*staff*).
- The chemical inventory in the SOP shall be updated at least annually.

Standard Operating Procedures:

- Chemicals shall be reordered by _____ (*staff*) at an approximate frequency of _____ to minimize excess storage/disposal.
- Integrated Pest Management strategies shall include _____ to reduce chemical use.
- Pesticides, Herbicides, and Fertilizers shall be applied following manufacturer's instructions as well as additional

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municipal instructions:

Other Landscaping

Involves the following (*add as appropriate*):

- Weeding
- Planting/reseeding
- Pruning
- Leaf litter removal

Occurs at the following parks:

On the following schedule:

Responsible Personnel:

Standard Operating Procedures:

- Landscaping waste shall be disposed of at the **Composting Facility** so as to avoid entering the storm drain system.
- Weeding shall be done manually where possible to reduce herbicide use.
- Leaf litter shall be disposed of at the **Composting Facility** so as to avoid entering the storm drain system.

Trash Management

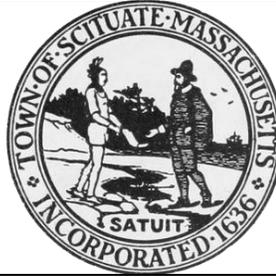
Trash cans and/or dumpsters are located at the following parks:

(consider including maps)

Emptying and replacing bags/inspecting for leaks shall take place on the following schedule:

Responsible Personnel:

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Additional trash cans or other necessary equipment shall be ordered by _____ (*staff*) based on the results of park inspections.

Parks shall be inspected and cleaned for litter on the following schedule:

Responsible personnel:

Pet waste receptacles and/or bags are located at the following parks:

Additional pet waste receptacles, signage, bags, etc. shall be ordered by _____ (*staff*) based on the results of park inspections.

Other Park Management

Procedures for addressing waterfowl congregation and waste at specific parks:

Choose and explain one or several options: (signage related to feeding geese) (decoys) (tall grasses near waterbodies or other structural changes) (dogs) (audio repellent) (other)

Specific Parks:

Responsible personnel:

Procedures for addressing the emptying and cleaning of water features:

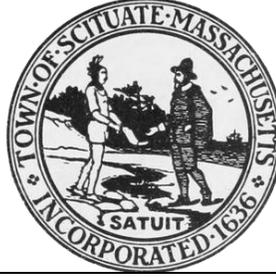
- Allow _____ hours for dechlorination
- Store disinfection chemicals indoors in secondary containment
- Train staff on spill response procedures at least annually

(add as appropriate)

Specific Parks:

Responsible personnel:

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Procedures for washing or cleaning park impervious surfaces:

- Sweeper frequency
- Direction of wash water to pervious surfaces, sanitary sewer

(add as appropriate)

Specific Parks:

Responsible personnel:

Procedures for correcting areas experiencing erosion:

- Temporary stabilization measures
- Sediment and erosion control measures
- Re-establish grass or native plants

(add as appropriate)